

CITY OF NEWARK
REQUEST FOR PROPOSAL
NO. 17-04



EXECUTIVE SEARCH CONSULTANT -
CITY MANAGER RECRUITMENT SERVICES

CITY OF NEWARK

PUBLIC NOTICE

The City of Newark, Delaware will accept sealed proposals for Executive Search Consultant Services for the recruitment of a new City Manager. The most recent City Manager, Carol Houck, retired from her position in May of this year following 27 years of service to the Newark community, and 5 in the role as City Manager.

Submissions shall be made in two sealed envelopes. The first envelope shall contain one (1) original and ten (10) copies of the proposal and all other required documents and shall be clearly labeled with the firm's name and "Proposal - RFP No. 17-04, Executive Search Consultant – City Manager Recruitment Services". **No pricing or budgetary information is to be included in the proposal envelope.** The second envelope shall contain one (1) original and ten (10) copies of the proposed pricing proposal and shall be clearly labeled with the firm's name and "Budget Proposal - RFP No. 17-04, Executive Search Consultant – City Manager Recruitment Services."

Proposal documents must be received in the Purchasing Office prior to 2:00 p.m. prevailing time, Tuesday, October 3rd, 2017. Firms assume all responsibility to ensure our successful receipt of proposal packages. Each proposal so submitted shall constitute an irrevocable offer for a period of ninety (90) calendar days following the bid opening date. The receipt of which will be read aloud at that time in the Council Chamber of the Newark Municipal Building.

Proposals shall be submitted to:
City of Newark
Office of the City Manager
220 South Main Street
Newark, DE 19711

Copies of this RFP can be obtained from the City of Newark's website at www.newarkde.gov/bids.aspx.

CITY OF NEWARK

Delaware

RFP 17-04

EXECUTIVE SEARCH CONSULTANT - CITY MANAGER RECRUITMENT SERVICES

A. PURPOSE AND INTENT

The City of Newark, Delaware is seeking proposals from experienced executive search firms for the successful recruitment, screening, and identification of qualified candidates to its Mayor and Council for interviews and appointment as City Manager.

Each proposal received by the deadline shall be considered an irrevocable offer of consulting services for a period of ninety (90) calendar days following the bid opening date. Council reserves the right to reject any and all proposals, to waive any irregularities or to accept any portion of a proposal where the best interest of Newark will be served.

B. ORGANIZATION DESCRIPTION

The City of Newark, Delaware is the third largest city in the State of Delaware and operates under the Council-Manager form of government. Newark is led by an elected, non-partisan seven-member Council. The Council consists of the Mayor and six Council members. The Mayor is elected at large and the Council members by district. The City Manager is the Chief Administrative Officer of the City and is appointed by Council for an indefinite term based on his or her municipal administrative qualifications.

Originally chartered in 1758, the City of Newark is located in New Castle County, Delaware and is home to the University of Delaware (total enrollment 23,000). Newark has a population of approximately 33,500 and currently occupies just over 9 square miles. In 2017, the City employs 249 full-time employees in addition to part-time, temporary or seasonally hired employees including consultants, interns, lifeguards, recreation leaders, and laborers.

The departments of Administration, Finance, Police, Planning and Development, Public Works and Water Resources, Electric, Parks and Recreation, and Alderman's Court make up the primary divisions of municipal operations that report directly to the City Manager. In addition to the departments that report

to the City Manager, the Department of Legislative Services, including the City Secretary's office staff provide support to Council. The Director of Legislative Services, and City Solicitor serve at the pleasure of and report directly to City Council.

The City currently operates four enterprise fund utilities: Electric, Water, Sanitary Sewer, and Parking. In addition to the four current utilities, the City is currently considering the creation of a fifth enterprise fund utility - Stormwater. The City's 2017 budget totals \$49.9 million, net of utility purchases, and includes a Capital Program totaling \$11 million.

C. GENERAL INFORMATION

The successful consulting firm will be expected to accomplish the following:

1. Work with City Council to develop a candidate profile that meets the City's desired qualifications and experience.
2. Using the agreed upon candidate profile, the firm shall recommend to City Council a salary range for the position, an advertising plan to attract a diverse pool of qualified candidates, and a time table for the recruitment.
3. Advertise the position nationwide to attract a diverse pool of qualified candidates.
4. Take receipt of all resumes and other applicable documents from candidates.
5. Conduct in-depth reviews of candidates' credentials using criteria established from a stakeholder meeting/hearing, including the Council and interested members of our community.
6. Select the most qualified, skilled, and articulate candidates for the Council to review and provide a written report summarizing results and the identification of up to ten candidates for consideration.
7. Arrange for and/or conduct finalist(s) professional background investigation(s).
8. Advise the Council on interview strategies, techniques, questions, etc. as needed.

9. Assist with employment negotiations if requested or as deemed necessary.
10. Disclose any previous relationships between the firm and all candidates being considered.

D. PROPOSAL REQUIREMENTS

1. Background
 - a. Detail of the search firm's experience with public sector recruitment and contract development, particularly for the position of Town or City Manager.
 - b. Background, experience, and qualifications of personnel that will be assigned to Newark's recruitment effort including specific searches and references.
 - c. Sample work products such as recruitment brochures, candidate questionnaire, candidate reference and background reports, and actionable work plans developed to assist with evaluation after hire.
 - d. Disclosure listing previous relationships between employees, the firm, and members of City Council or City of Newark staff.
2. Schedule.
 - a. Include a tentative schedule for each phase of the process including recruitment profile development (with input from stakeholders), executive search, candidate background evaluations (screening process), identification of candidates, etc. In addition, the consultant should provide detail of its current engagements and confirm its ability to focus on our recruitment.
3. Sample Template
 - a. Provide a sample template for the presentation of applicant resumes to members of City Council and the public with an emphasis on uniformity in format and organization.
4. References.
 - a. Provide a list of four client references for executive search work performed within the previous five years.
5. Unsuccessful Recruitment or Candidate Dismissal/Resignation.

- a. Provide written detail of how the consulting firm approaches both an unsuccessful recruitment or the premature (within 2 years of appointment) dismissal for cause or resignation of identified candidate.
6. Professional Fees and Charges.
 - a. In a separate and sealed envelope marked "Budget Proposal RFP No. 17-04" indicate the total cost for the performance of Newark's executive search including fees, and anticipated costs for reimbursable items. Any costs incurred by consulting firms in preparing or submitting their proposal are the sole responsibility of the firm. Payment terms shall also be included in this envelope.

E. PROPOSAL EVALUATION CRITERIA

1. The evaluation process shall be based on the following criteria:
 - a. Responsiveness to the provisions of this RFP
 - b. Thoroughness of proposal and clarity of services to be provided
 - c. Prior successful recruitments
 - d. Qualifications and experience of the individuals assigned to this engagement
 - e. Schedule/Availability
 - f. Reference contact information
 - g. Cost of services

F. QUESTIONS/ON-SITE INTERVIEW

1. Procedural Information

For information regarding the Request for Proposal procedures, please contact Tom Coleman, Acting City Manager, at 302-366-7000 or tcoleman@newark.de.us.

2. Interviews

A limited number of consulting firms may be invited to participate in on-site interviews that will be conducted by Newark's City Council in a meeting open to the public. At that time, Council will gather additional information to assist in their selection. If invited to participate in an on-site interview, the consulting firm will bear all responsibility for costs associated with the visit including travel and other associated fees.

G. CONTRACT AWARD

1. Following proposal evaluations, interviews and reference calls, the award of a contract to the successful firm will be at the sole discretion of Newark's City Council.
2. The City Council of Newark on behalf of the City of Newark reserves the right to negotiate the final terms of this contract.
3. All materials provided by interested bidders as part of this request for proposal will become public documents at the time of the bid opening.